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June 18, 2002

Secretary of the Senate  
Office of Public Records  
PO Box 5109  
Alexandria, VA 22301-0109

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Reference: 1<sup>st</sup> Quarter Report (1/1-3/31/02)

Dear Sir or Madam:

In response to your letter dated June 11, 2002, received by our office June 17, 2002, all but one of the contributions referred to in your table were addressed in our update submitted June 5, 2002. We are enclosing an additional copy of that update for your convenience.

The one not included in our update, the contributions from Gunther Wittich, were addressed in our above referenced report as a memo stating that \$250 was refunded April 1, 2002. The refund, of course, will be itemized on our next quarterly report.

Regarding the "unacceptable descriptions" for disbursements, we have reviewed the instructions for FEC Form 3, Schedule B and have adopted new data entry guidelines which we trust will bring our disbursement descriptions into compliance. See enclosed revised copy of Schedule B. Let us know if further changes in how we report disbursements are needed to meet your requirements.

One reason we keep our descriptions as concise as possible is because we are often constrained from making more definitive explanations due to the lack of space allowed by the computer program for the note field. However, we have added additional descriptions where we felt it was needed. Please let us know if this was not adequate.

Another change we have made is to begin using the category codes as outlined on page 9 of your instructions for FEC Form 3. We had not previously been aware of this requirement, for which we apologize. Please note that we were not able to use the codes for refunds of contributions as the program would not pick up the code and print it in the appropriate place as it does for operating expenses and other disbursements.

Friends of Jim Inhofe Committee

Paid for by Friends of Jim Inhofe.

P.O. Box 13300  
Oklahoma City, OK 73113-1300  
(405) 843-4294